



**GEORGIA BUREAU OF INVESTIGATION
JOB VACANCY NOTIFICATION #13-023**

POSTED: April 1, 2013

DEADLINE: April 15, 2013

JOB TITLE: PS: Business Operations Spec (WL)

JOB CODE: 80724

PAYGRADE: 14

POSITION NUMBER: TBD

LOCATION: Georgia Crime Information Center/
Criminal Justice Information Services (CJIS)
GBI Headquarters
Decatur, Georgia

SALARY RANGE: \$ 32,418.30 yr. - \$ 44,571.27 yr.

MINIMUM QUALIFICATIONS

Bachelor's degree in business administration or related area
OR

Two years of experience in the management of the administrative support activities of a business or government activity.

Preferred Qualifications:

In addition to the minimum qualifications, preference will be given to applicants with work experience in one or more of the following:

- Experience with Georgia Sex Offender Registry Program
- Criminal Justice Information System (CJIS) network
- Terminal Agency Coordinator (TAC)
- The Computerized Criminal History (CCH) Program

DUTIES AND RESPONSIBILITIES:

Provides technical and administrative assistance in support of Georgia's Sex Offender Registry

VACANCY OPEN TO ALL QUALIFIED APPLICANTS

TO APPLY:

- **SUBMIT (2) STATE OF GEORGIA APPLICATIONS TO:**

Georgia Bureau of Investigation
Attn: Personnel
P. O. Box 370808
Decatur, GA 30037-0808

- The Job Vacancy Number, along with Job Title and Job Code must be listed on applications for this vacancy.
- *Describe work history background experience in full.* Applications should be filled out carefully and completely. Make certain applications are signed and dated. Incomplete applications or applications with insufficient information can result in an applicant not being considered for the vacancy.
- Applications will not be considered that have “see attached” in lieu of completing the work history and job information on the application. Indicate any other job-related information you want considered in evaluating your candidacy for this position on a separate sheet.
- ***Consideration for employment is contingent upon the completion and satisfactory result of a GBI background investigation (including criminal, credit and driver’s history checks), polygraph examination, fingerprinting and drug screening.***
- Due to the volume of applications we receive, we are unable to provide information on application status by phone or by e-mail. Applicants who are selected for an interview will be contacted to arrange an appointment. Applicants who are not selected for an interview will not receive notification.

Employment Disqualifiers

Employment in law enforcement agencies involves public trust. Only those persons whose conduct, character and behavior which does not discredit either themselves or the Georgia Bureau of Investigation (GBI) will be employed. The GBI employment process will address the integrity, ethical conduct, honesty, prejudices, financial responsibility (credit), and past behavior of all applicants. **While the GBI reviews much information and considers the circumstances in many areas regarding an applicant’s background, the following standards are among those that will automatically disqualify applicants from consideration:**

1. Intentionally falsifying, misrepresenting, or omitting pertinent information while completing the employment application, preliminary interview questionnaires, or any other pre-employment document(s)
2. Deliberately making inaccurate, misleading, false, or fraudulent statements during the employment process
3. Poor management of personal finances (within the past five years). Debts, pending civil suits, garnishments, dispossessory warrants, bankruptcies, etc, will be investigated to determine a candidate’s suitability for employment.
4. Personal state or federal tax liability or delinquent student or government loans unless the applicant is on an approved payment plan
5. Any felony conviction
6. Any outstanding criminal charge pending adjudication
7. Sufficient misdemeanor convictions to establish a pattern of disregard for the law

8. Discovery of an applicant's involvement in any crime of a serious or aggravated nature
9. Any conviction or plea of nolo contendere within the past year for Driving Under the Influence of Drugs or Alcohol (DUI) or for any serious traffic offense within the past two years including, but not limited to: Fleeing or Attempting to Elude a Police Officer, Vehicular Homicide, Failure to Stop, Render Aid, or Leave Information, and Racing.
10. Five or more convictions and/or pleas of nolo contendere within the past two (2) years for any moving violations
11. On-going criminal activity or history of criminal activity other than minor traffic offenses
12. Completed first offender treatment for an offense that indicates a security risk to GBI facilities, records, and/or information
13. Current illegal drug use
14. Illegal sale, distribution or manufacturing (to include growing) of any drug
15. Deliberate association of a personal nature within the past year with persons who use illegal drugs in the presence of the applicant
16. Use or possession of marijuana during the last three years
17. Use of an illegal drug or combination of illegal drugs, other than marijuana, (including illegal anabolic steroid use after February 27, 1991) during the past 10 years
18. Use of an illegal drug or combination of illegal drugs, other than marijuana, more than five times
19. Use or possession of any Schedule I Drugs (including heroin, LSD, PCP, most hallucinogens) will permanently disqualify persons from employment as agents.

Applications may be obtained by contacting GBI Personnel at (404) 270-8335 or by going to the following website: <http://www.spa.ga.gov/word/jobinfo/stateapp-emp.doc> or <http://www.spa.ga.gov/pdfs/stateApp010610.pdf>

ALL APPLICATIONS MUST BE RECEIVED IN THE GBI PERSONNEL OFFICE BY CLOSE OF BUSINESS ON THE DEADLINE DATE POSTED ON THIS JOB VACANCY ANNOUNCEMENT.

THE GBI IS AN EQUAL OPPORTUNITY EMPLOYER